

KEYSTONE WATERS, LLC

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Item 4Ci
BCWMC 3-20-14**INVOICE**

DATE: MARCH 4, 2014

TO:

Bassett Creek Watershed Management Commission
c/o Sue Virnig, Deputy Treasurer
City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

FOR:

Watershed Administration Services for February 2014
Watershed Management Plan Development for February 2014

DESCRIPTION	HOURS	RATE/HR	AMOUNT
Administration – Correspondence, informational meetings, general administration: Phone and email correspondence with various Commissioners, TAC members, consultants and other partners including: S. Virnig, J. Oliver, J. Fox, K. Chandler, A. Herbert, C. LeFevre, G. Black, D. Asche, M. Welch, T. Hoshal, J. de Lambert, C. Carlson, residents, developers, Hennepin County, state agencies Coordination of various projects, meetings, and programs including soliciting volunteers (in some cities) and gathering contact information for 2014 CAMP volunteers; developing and distributing major Plan Amendment materials to review agencies; requesting/receiving 2014 WMWA agreement; reviewing Sweeney Lake TMDL and corresponding with concerned resident and Golden Valley staff; attending internal meeting regarding next steps with Schaper Pond; coordinating official response to draft 2014 Impaired Waters List; assisting with preparation of March TAC meeting agenda and materials; gathering updates on NEMO program and watershed map project; preparing for Medicine Lake Stakeholder meeting – finalizing agenda, finding and coordinating with facilitator, coordinating speakers and venue, distributing official meeting announcement	30.0	\$65	\$1,950.00
Administration – Meeting attendance: 2/11/14 Meet with GV staff and resident re: Sweeney Lake TMDL Implementation 2/11/14 WMWA Meeting 2/20/14 Commission Meeting	6.5	\$65	\$422.50
Administration – Preparing agendas, meeting materials, meeting notes, follow up: Develop meeting agendas and materials and review relevant documents for BCWMC meeting, send materials to Recording Secretary for distribution; review draft meeting minutes, list follow up tasks	20.0	\$65	\$1,300.00
Administration – Document review and development: Review invoices and 2015 Main Stem Restoration Project Feasibility Study	2.0	\$65	\$130.00
Administration - Watershed Management Plan Development: Review draft policies; develop and distribute agenda and meeting materials; attend and draft meeting notes for 2/11/14 Plan Steering Committee meeting; review draft buffer policy; prepare for 3/10/14 Plan Steering Committee meeting	5.5	\$65	\$357.50
TOTAL	64.0	\$65	\$4,160.00